

BUTLER COUNTY
Board of
**DEVELOPMENTAL
 DISABILITIES**
Supporting Possibilities

**Central Administration
 1910 Fairgrove Avenue, Suite E
 Hamilton, Ohio**

May 13, 2010

6:30 p.m.

**BOARD MEETING
 MINUTES**

I. CALL TO ORDER

The meeting was called to order by Imogene O'Lenick, Board President.

II. ROLL CALL

Roll call was conducted:

Imogene O'Lenick	Present
Kim Katterheinrich	Present
Kathy McMahon Klosterman	Present
Utawna Leap	Present
Richard Meier	Present
Connie Sullivan	Present
Tony Yocco	Present

The group participated in reciting the Pledge of Allegiance led by Tony Yocco.

Imogene O'Lenick read the Mission Statement: To support individuals so they can successfully live, work and learn in the community.

The group participated in a moment of silent reflection in memory of Alyse Lenzer, a child formerly in our program; Lloyd Brewer, an individual who previously lived at Fairfield Center and more recently lived at Camelot; and Donna Belec, an individual living in the community; and to remember consumers, families and staff who have experienced serious illness since the last meeting.

III. ADOPTION OF AGENDA

Kathy McMahon Klosterman made a motion to approve the Order of Business.

Connie Sullivan seconded the motion.

The motion passed unanimously.

IV. APPROVAL OF MINUTES

Kim Katterheinrich made a motion to approve the minutes of the April 8, 2010 Board meeting.

Tony Yocco seconded the motion.

The motion passed unanimously.

V. AUDIENCE TO VISITORS

1. None requested.

VI. PROGRAM REPORT

1. MUI Trends and Patterns, presented by Karen Whalen, Director of QA/Medicaid Services and Joan O'Hair, Investigative Agent.

A Powerpoint presentation was given and a copy is included with the original minutes. The presentation covered numbers and types of MUI's over the last couple of years and compared the data for trends. They explained:

- We and providers are required to review the data for trends;
- "Protocol" cases are the more serious cases;
- Anything "substantiated" are protocol cases;
- The state produces a report that flags if a person has 5/10 MUI's reported and will contact us;
- With protocol MUI's that are peer to peer, "intent" IS taken into consideration;
- "PPI" is the primary person involved;
- Staff noted in the report can also refer to residential provider staff, not just our staff; (Board staff are not often involved, as we do a lot of training and supervision);
- Reports of MUI's come from many different sources – family, individuals, staff, community;
- Individuals receiving services from us are always the "victim" in an MUI report EXCEPT for "law enforcement" involvement, where the person is arrested or has similar contact with law enforcement;
- Noted that sometimes an MUI can be a good thing, i.e. in the case of grabbing someone so they don't run into the road, which would be an unapproved behavior support, but necessary to prevent injury;
- We have a lot of information on our web site on providers from a variety of sources, such as satisfaction surveys, etc. and it has been discussed that the MUI information could be included at some point;
- The top 4 categories of MUI's are: Peer to Peer; Misappropriation/Exploitation; Neglect; Abuse, although they still decreased from last year. Overall, there has been an 11% reduction in MUI's; 24% reduction in protocol MUI's; and a 1% reduction in substantiated MUI's over the last year.

VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, May 13 at 5:00 p.m. at Central Administration. Reviewed vouchers and expenditure reports included in **Attachment #1**. Tony Yocco reported all items were reviewed and recommended for approval.
2. **Personnel Committee:** met Thursday, May 13 at 5:15 p.m. at Central Administration. Personnel actions and current staff vacancies were included in **Attachment #2**. Kim Katterheinrich reported all items were reviewed and recommended for approval.
3. **Program Committee:** met Thursday, May 13 at 5:30 p.m. at Central Administration. Utawna Leap reported all items were reviewed and recommended for approval.
4. **Evaluation of the Superintendent Committee:** met Thursday, May 13 after the Board meeting to review evaluation process and discuss.

VIII. OLD BUSINESS

Richard Meier made a motion to approve the following Old Business items:

1. Ratify current expenditures as reviewed and approved by the Superintendent included in **Attachment #1**, as reviewed and endorsed by the Finance Committee.
2. Ratify agreements approved by the Superintendent from 4/1/10 through 4/31/10 included in **Attachment #3**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.

Tony Yocco seconded the motion.

The motion passed unanimously.

IX. NEW BUSINESS

1. Kim Katterheinrich made a motion to approve new position of Manager of Medicaid Services (see **Attachment #4** for position description), on administrative salary schedule Level IV, to be added to the table of organization (**Attachment #5**), effective 5/20/10, as reviewed and endorsed by the Personnel Committee.

NOTE: This position combines the role of Medicaid Accounting Supervisor and the responsibility for managing the Board's participation and compliance in Medicaid funded services. The Medicaid Accounting Supervisor position will become vacant and unbudgeted. It is anticipated that this increase to the budget will be temporary in nature pending the retirement of the Director of Quality Assurance and Medicaid Services. It is likely there will be no net increase in the budget.

Connie Sullivan seconded the motion.

The motion passed unanimously.

2. Kim Katterheinrich made a motion to endorse proposed changes to the Board's health plan, effective 1/1/11, as explained in detail in **Attachment #6**, as reviewed and endorsed by the Personnel Committee.

NOTE: It is estimated that the proposed changes will result in any premium increase being reduced by 4-6% and all 3 employee groups overwhelmingly endorsed the proposed changes.

Richard Meier seconded the motion.

The motion passed unanimously.

3. Tony Yocco made a motion to approve the following Program Policies, as reviewed and endorsed by the Program Committee:

- A. Rescind **Program Policy #8, Certification/Registration Standards for County Board Workers** – none of the rules cited in the policy require a formal policy be written or maintained by the Board;
- B. Rescind **Program Policy #10, Supported Living** – only one of the rules referred to in this policy requires us to have a policy in place and that is covered by Policy #10-1, which was updated and revised recently.

Kathy McMahon Klosterman seconded the motion.

The motion passed unanimously.

4. Richard Meier made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee:

- A. New **master agreement (#0510-02)** with Anthony Wayne Services (AWS), effective 4/2/10 through 12/31/10, for supported living services at a rate of \$4.80 per unit; (currently serving 1 individual)
- B. Renewal **master agreement (#0510-03)** with Clovernook Center, effective 4/1/10 through 12/31/10, for supported employment/community job retention services, at a rate of \$45.00 per hour; (currently serving 1 individual)
- C. Amendment to agreement (**#0410-01A**) with RHC-CITE Services, effective 3/17/10 through 12/31/10, revised to be a **master agreement**, for the following services and rates (currently serving 1 individual):
 - Assessment and intervention services at a rate of \$31.90 per unit;
 - Travel/trip fees (also covers cost of staff time) at a rate of \$17.02 per unit.

Tony Yocco seconded the motion.

The motion passed unanimously with a roll call vote as follows:

Imogene O'Lenick	Yes
Kim Katterheinrich	Yes
Kathy McMahon Klosterman	Yes
Utawna Leap	Yes
Richard Meier	Yes
Connie Sullivan	Yes
Tony Yocco	Yes

X. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report
 - A. 2010 Annual Action Plan – 1st Quarter Goals and Measures Update – was included with Board packets. There will be a more in depth report with the mid-year update.
 - B. Tax Levy Review Committee – A second draft has been done of the policy, but hasn't yet been given to Commissioners to review; they will let us know when that is to happen. Dan Ohler, OACBDD talked about discussing this issue with the State Board of County Commissioners and they are willing to talk directly with our Commissioners as well, if needed.
2. Director and Supervisor Reports
 - A. EPRO Report – James Frasher thanked everyone for their support of the Culver's fundraiser for the housewarming fund. He will report next month on the amount raised. Several EPRO representatives went to Wright State to meet about the upcoming self-advocates retreat.
 - B. Adult Services Report – written report included in packet.
 - C. Children's Programs and Services Report – written report included in packet.
 - D. Service and Support Administration Report – written report included in packet.
 - E. Quality Assurance and Medicaid Administration Report – written report included in packet.
 - F. Partnerships for Housing Report – written report included in packet.
 - G. Human Resources Report – written report included in packet.
 - H. Training and Staff Development Report – written report included in packet.
 - I. Communications Report – written report included in packet.
 - J. Transportation and Facility Services Report – no report.
3. Calendar of Upcoming Events

- A. Saturday, May 15 – “Think Pink” Wine Tasting, Friends of Citizens with Disabilities Fundraiser – by invitation only
 - B. Sunday, May 16 – Cincinnati British Brass Band Concert at Redeemer Church at 2:00 p.m.
 - C. Tuesday, May 25 – Annual Arc Dinner at Redeemer Church at 6:00 p.m.
 - D. Friday, May 28 – Annual Memorial Service, organized by the Bereavement Group – at the VOA park in West Chester – lunch at noon and service at 1:00
 - E. Through May 28 – Venue 222 (Art Exhibit) at 222 W. 14th Avenue, Cincinnati
 - F. May 28 and 29 – Pendleton Final Friday & Second Look (Art Exhibit)
 - G. May 28 through June 6, 2010 - SOS Art Show (Show of Sociopolitical Expressions) – Peace and Justice Exhibit
 - H. July 8 – Opening at Fltton Art Center (Art Exhibit)
 - I. Family Movie Night at Redeemer Church – 1st Saturday of every month at 6:30 p.m. – everyone is welcome
 - J. Square Dancing at Redeemer Church – 2nd and 4th Tuesdays of each month from 7:00 to 8:30 p.m.
4. Date for next regular meeting Thursday, June 10 at 6:30 p.m. at Central Administration.
5. Scheduled dates for June Committee Meetings:
- A. Finance Committee meeting: Thursday, June 10 at 5:00 p.m. at Central Administration.
 - B. Personnel Committee meeting: Thursday, June 10 at 5:15 p.m. at Central Administration.
 - C. Program Committee meeting: Thursday, June 10 at 5:30 p.m. at Central Administration.
 - D. Evaluation of the Superintendent Committee: June 10 at 6:00 p.m. at Central Administration.

XI. ADJOURNMENT

There being no further business before the Board, Kathy McMahon Klosterman made a motion to adjourn and Utawna Leap seconded the motion. The motion passed unanimously.

Imogene O'Lenick, Board President

Kathy McMahon Klosterman, Recording Secretary